

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
SANTA CLARITA VALLEY MENTAL HEALTH CENTER

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES DEPARTMENT OF
MENTAL HEALTH EMPLOYEES ONLY

Intermediate Typist Clerk

The Santa Clarita Valley MHC is actively seeking an Intermediate Typist Clerk to perform clerical duties. The Santa Clarita Valley MHC serves the adult and older adult population who are experiencing mental health concerns.

EXAMPLES OF DUTIES:

- Greets clients and visitors at reception desk
- Data Entry on IBHIS/AVATAR system
- Assistance in the reception area
- Provide reminder calls to consumers
- Assemble intake packets, 5150's paperwork and triage packets
- Vehicle Coordinator
- Supplies Coordinator
- Timekeeper Liaison
- Medical Record Custodian
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Ability to adapt to new job duties
- Familiar with IBHIS/AVATAR system and CASS System
- Strong knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills
- Spanish speaking preferred

Qualified individuals holding title to the above position should **fax or email** their resume, Master timecard for the past year and the last two (2) Performance Evaluations on or before June 15, 2014:

Michelle Majors, Psy.D.
MH Clinical Program Head
FAX: (661) 254-2940 or mmajors@dmh.lacounty.gov
AN EQUAL OPPORTUNITY EMPLOYER